

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received OCT 24 1974	Application No. 75-6	Date Completed JAN 29 1975
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Uniform Division Commanding Officer and Adjutant 959 E. Confederate Ave. S.E. Atlanta, Georgia 30316		4. Person to Contact Nancy Hyatt		
		5. Working Title Steno	6. Tel. No. 6083	

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.       DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1937 - present	9. Exact Series Title Trooper Complaints File
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10. What is the function of the office in which this record series is created?

The Uniform Division is responsible for patrolling streets and highways to insure the safety of lives and property; investigating motor vehicle accidents and computing related statistics; licensing citizens to operate motor vehicles and suspending and revoking licenses; and supervising the motor vehicle inspection program and distributing motor vehicle inspection stickers and other related documents. The Division renders assistance in the event of civil disorders or natural disasters and provides Executive security.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Complaints filed by citizens against troopers.

Included are: Original and duplicate copies of correspondence between citizens and the officials concerned with the complaint.

File is arranged: Alphabetically by trooper's name.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)	In Office(s)	In Storage Area(s)
Letter-size File Drawers	5	7.5		1/8		.02	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6 Square feet			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	Year's Before
				1	0	0	0

QUESTIONNAIRE Place an "X" in the proper column. If answer is "YES," please explain

- 13. Is this the Record Copy of the series? YES NO  
[X] [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] [X]
- 15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [ ] [X]  
Confidential
- 17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
- 20. Does the record series provide data as input to an EDP file? [ ] [X]
- 21. Does the record series contain documentation produced as EDP printout? [ ] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]  
*Record has value during working life of employee.*

24. REQUIREMENTS. The following requires the files to be kept Four years:

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

*(Cite Law, Statute, or other reason for the retention requirement)*

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each  CALENDAR YEAR  FISCAL YEAR  OTHER SEE BELOW, then:

- Hold in the current files area    month(s) /    year(s):
- Transfer to  State Records Center  Local Holding Area; hold    year(s):
- Destroy.
- Transfer to State Archives for permanent retention.
- Destroy immediately after cut-off.
- Other: (Specify)

Upon termination of employment (by resignation, removal for cause, or retirement), withdraw trooper complaint folder from active file, place in inactive file; hold in current files area four years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

() Concur    ( ) Nonconcur

*1-28-74*  
Commanding Officer

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Donna Lee Wilson</i>	<i>10-23-74</i>	<i>[Signature]</i>	
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. [Signature]</i>	<i>1-28-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [Signature]</i>	<i>1-24-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>A. [Signature]</i>	<i>1-28-74</i>

STATE RECORDS COMMITTEE